

EXPORT LOGISTICS CERTIFICATION COURSE 2006

Session 1 Wednesday, May 3, 2006 * 9:00 am - 3:00 pm
EXPORT DOCUMENTATION

Session 2 Wednesday, May 17, 2006 * 9:00 am - 3:00 pm
EXPORT LICENSING

Session 3 Wednesday, May 31, 2006 * 9:00 am - 3:00 pm
**NAFTA & OTHER FREE TRADE AGREEMENTS
AUTOMATED EXPORT SYSTEM (AES)**

Session 4 Wednesday, June 7, 2006
DAYTRIP

Session 5 Wednesday, June 14, 2006 * 9:00 am - 3:00 pm
**FOREIGN TRADE ZONES, WAREHOUSING & DUTY DRAWBACK
BASICS OF IMPORTING**

Session 6 Wednesday, June 28, 2006 * 10:00 pm - 4:00 pm
FINAL EXAMS

An Export Logistics Specialist holds one of the key positions in the exporting process. The knowledge needed and the continuing education necessary to keep abreast of the ever-changing regulations around the globe requires dedication and meticulous attention to detail.

We have designed a comprehensive course for those of you wishing to become certified in all aspects of export logistics. Six full-day training sessions are planned throughout a three-month period, starting May 3, 2006. Topics covered range from Export Documentation, U.S. Department of State Licensing, U.S. Department of Commerce Licensing, NAFTA, Free Trade Agreements & Embargoes, and the Automated Export System, to Import compliance Issues. One of the sessions is dedicated to visiting a local warehousing facility and resources such as the Division of Ports and Harbors in Portsmouth, NH.

QUOTES PARTICIPANTS EXPORT LOGISTICS COURSE 2005

"I took the Export Logistics Specialist Class not knowing a thing, received loads of great information and now applying it on the job. The best part is that because I took the class, if I don't know exactly what to do, I can now logically think it through, use the resources available to research and if all else fails; I have Susan Berry to go to!" **Margaret Ikeda, TurboCam, Dover, NH**

"The class was the most informative and intensive that I have taken in a long time with far reaching informational benefits." **Jean Lobdell, Real Log Homes, Hartland, VT**

"An excellent course that equips you with all the basics. I plan on sending more of my team to attend." **Eric Cook, General Counsel, Sigarms Inc., Exeter, NH**

"The Export Specialist Course was a lot of fun and certainly the best training value out there. I use the knowledge that I gained every day."

Walt Gaddis, Wire Belt Company of America, Londonderry, NH

After successful completion of a final exam, participants will leave the program with an Export Logistics Certificate endorsed by the State of New Hampshire's International Trade Resource Center and Southern New Hampshire University.

Please note: registrations will only be accepted for those attending all sessions. Individual sessions are not open to the public.

Location: 5 sessions will be held at the ITRC, Portsmouth, NH. 1 session will be a day-trip in the Seacoast of New Hampshire.

Primary speaker: Jeanette Reed, Founder & President, Evolutions in Business

Since 1989, Jeanette Reed as founder and president of Evolutions in Business has been instrumental in bringing countless companies into compliance with the EAR and ITAR regulations. Her company assists corporations in building Export Management Systems, classifying products for export and training individual employees. Much of her work in Evolutions in Business been recognized by area corporations.

Cost: \$450 per person includes breakfast and lunch on course days, all materials and the daytrip.

To Register: please see the registration form below

Questions: please call Melissa Aho at (603) 334-6074

Session 1 Wednesday, May 3, 2006 * 9:00 am - 3:00 pm
EXPORT DOCUMENTATION

YOU WILL LEARN

Determining your Harmonized Tariff/Schedule B number
The ins and outs of Commercial Invoices, Certificates of Origin, SLI's and SED's
Pro-forma invoices
Incoterms (Terms of Sale)
Role of the freight forwarders
Different available payment methods
How to fill out your documents when using a Letter of Credit
Pre-shipment inspections
Country specific commercial invoices
Documentation for hazardous materials

Session 2 Wednesday, May 17, 2006 * 9:00 am - 3:00 pm
EXPORT LICENSING

YOU WILL LEARN

What items and activities are subject to the Export Administration Regulations
Steps that need to be taken to determine export licensing requirements for your product
How to navigate the Commerce Control List (CCL)
The proper classification of products
When you can export or re-export without a license
Export clearance procedures
Enforcement and Record-keeping
How to fill out your documents when using a State/Commerce Department License
ITAR: registration requirements, license types, the license review process and exemptions from individual validated licenses, and record keeping.

Session 3 Wednesday, May 31, 2006 * 9:00 am - 3:00 pm
NAFTA & OTHER FREE TRADE AGREEMENTS
AUTOMATED EXPORT SYSTEM (AES)

YOU WILL LEARN

Classify your products under the Harmonized System
Determining NAFTA criteria for your products
Regional Value Content
NAFTA Certificates of Origin
Requirements of NAFTA recordkeeping
Annex 401
Current Trade Agreements and the Specifics about pertinent documents
AES (Automated Export System)

Session 4 Wednesday, June 7, 2006
DAYTRIP

Session 5 Wednesday, June 14, 2006 * 9:00 am - 3:00 pm
FOREIGN TRADE ZONES, WAREHOUSING & DUTY DRAWBACK
BASICS OF IMPORTING

YOU WILL LEARN

What is a Foreign Trade Zone (FTZ) and what are the advantages of utilizing a FTZ
Foreign Trade Zones as a tool in ensuring cargo security and managing distribution needs nationally and internationally
An overview of the shipping documentation requirements both from an import and export perspective
The rules and regulations in utilizing a US Customs Bonded Warehouse
An introduction to Customs brokerage issues
What is Duty Drawback
Types of Drawback
How to obtain Duty Drawback
What Countries are Embargoed
What is an Executive Order
Embargoes on Products, End-Use and End-User
Office of Foreign Assets Control (OFAC)
Case Studies

Session 6 Wednesday, June 28, 2006 * 10:00 pm - 4:00 pm
FINAL EXAMS

REGISTRATION

EXPORT LOGISTICS CERTIFICATION COURSE

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Name _____

Company _____

Address _____

City, State, Zip _____

Phone _____

E-Mail _____

Please enclose a check for the appropriate amount made out to Southern New Hampshire University IBB and send to:

**Anka J. Jacobs
NH SNHU - ITRC
17 New Hampshire Avenue
Portsmouth, NH 03801**

If you wish to pay via credit card please fill out the number and expiration date below

Exp ____/____

Authorized Signature _____

Upon receipt of your registration we will email you a confirmation letter and directions to the International Trade Resource Center. To secure your registration you may also fax this form to us at (603) 334-6110.

This message was sent to: amy.basset@sba.gov
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